

STATE OF SOUTH CAROLINA
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OFFICE OF HUMAN RESOURCES

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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of All Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins
Director

DATE: June 24, 2005

SUBJECT: Electronic Version of the State Appeal Form

The Office of Human Resources (OHR) will conduct a six-month pilot study for the electronic submission of the State Appeal Form. Effective July 1, 2005, covered employees wanting to appeal adverse employment actions, as defined by the State Employee Grievance Procedure Act, will be able to complete and send the State Appeal Form on-line.

Covered employees choosing to send the appeal form electronically can access the State Appeal Form at the OHR web site. The web address is: www.ohr.sc.gov/OHR/employee/grievance_form.phtm. Covered employees without internet access may continue to initiate an appeal by U.S. Mail or facsimile and OHR will mail the State Appeal Form to the covered employee.

If you have any questions or comments regarding the electronic version of the State Appeal Form, please call your HRCS Consultant at (803) 737-0900.

FAX
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